

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 0671

FLSA: Non-Exempt

CLASSIFICATION TITLE: SCALE OPERATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to operate computerized scales for the purpose of weighing waste delivered to landfill or wood and brush recycling site.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Receives, logs, and directs visitors to proper dumpsite/location; controls access to plant.

Weights trucks on computerized scales to determine amount of incoming waste; performs computer data entry and deletion to ensure correct information is collected.

Inspects contents of garbage, sludge, and other waste delivery trucks; ensures that waste loads do not exceed weight limits.

Collects money for waste disposal fees; signs and processes receipt tickets.

Completes forms, generates reports, and maintains files on landfill/waste operations.

Answers incoming calls on telephone and two-way radio.

Assists with training of new personnel.

Performs other duties such as requisitioning materials, cleaning assigned area, and ordering and filling soda machine.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by 5 months previous experience and/or training involving landfill/site weighing and/or computers; or any equivalent

combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May be required to be bonded.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, machinery, toxic agents, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.